



Board for Architects, Professional Engineers, Land Surveyors,
Certified Interior Designers and Landscape Architects
INTERIOR DESIGNER EXPERIENCE VERIFICATION FORM

Instructions:

Applicant: Complete items #1 through #9, then forward this form to the firm named in #4.

Verifier: Complete items #10 through #22. Enclose the form and one copy in a sealed envelope with your signature across the sealed flap. Return it to the applicant (for inclusion in their application package) or mail directly to the board section at the address listed above. Your prompt response is appreciated.

1. Applicant's Name _____
Last First Middle Generation

2. Social Security Number or Virginia DMV Control Number* - -

* State law requires every applicant for a license, certificate, registration or other authorization to engage in a business, trade, profession or occupation issued by the Commonwealth to provide a social security number or a control number issued by the Virginia Department of Motor Vehicles.

3. Mailing Address _____

City State Zip Code

4. Employer (firm where experience was obtained) _____

5. Employer's Mailing Address _____

City State Zip Code

6. Time period in which experience was obtained From (MM/YY) _____ To (MM/YY) _____

7. Was this a full-time (minimum of 35 hours per week) position? Yes ☐ No ☐ If no, hours worked/week _____

8. **Indicate the percentage of time spent in each category (percentages must add up to 100%).** Please be mindful of how your work has enhanced and protected the health, safety and welfare of the public in completing this section*. As some of the categories overlap, please note that your work experience may be relevant to more than one category; therefore, please check all categories that apply.

- | | |
|--|--|
| _____ 1. Client Interviews | _____ 14. General Drafting |
| _____ 2. Needs & Relationship Analysis | _____ 15. Custom Project Design |
| _____ 3. Space Planning | _____ 16. Furniture & Equipment Specifications & Plans |
| _____ 4. Design Concepts | _____ 17. Non-load Bearing Interior Construction Specs/Plans |
| _____ 5. Presentations | _____ 18. Bid/Purchase Order Preparation |
| _____ 6. Code Analysis* | _____ 19. Bid/Cost Evaluations |
| _____ 7. Fire Safety Considerations* | _____ 20. Project Scheduling |
| _____ 8. Barrier Free Evaluations* | _____ 21. Shop Drawings & Submittal Reviews |
| _____ 9. Product & Material Selection | _____ 22. Site Visits/Punch Lists |
| _____ 10. Inventory & Analysis | _____ 23. Personnel Management |
| _____ 11. Budgeting & Cost Projections | _____ 24. Marketing |
| _____ 12. Architect/Engineer Coordination | _____ 25. Business Office Operation |
| _____ 13. Building System Considerations (HVAC, lighting, acoustics & environment) | |
| _____ Other: _____ | |

9. Applicant's Signature _____ Date _____

The applicant's employer or supervisor (during the time that the applicant is claiming credit for work experience) should complete Questions #10 through #22.

10. Verifier's Name _____
Last First Middle Generation
11. Relationship to Applicant ☐ Supervisor ☐ Employer ☐ Other _____
12. Type of Business _____
13. Mailing Address _____

City State Zip Code
14. Current Position _____
15. Position held in (or relationship to) the firm listed in #4. _____
16. Do you hold any of the following licenses? Check **all** that apply.
☐ Architect State _____ License No. _____ Expiration Date _____
☐ Interior Designer State _____ License No. _____ Expiration Date _____
☐ Professional Engineer State _____ License No. _____ Expiration Date _____
17. Are the dates of employment shown in #6 correct? Yes ☐ No ☐ If no, clarify. _____
18. Are the areas of practice selected by the applicant in #8 correct? Yes ☐ No ☐ If no, explain.

19. Was the applicant employed full-time (35 hours or more per week)?
Yes ☐
No ☐ If no, how many hours did the applicant work each week? _____
20. In your judgment, has the applicant's work been of a satisfactory quality and has the applicant exhibited good moral character?

21. Additional Comments. _____
22. Signature _____ Date _____